

PRIZE BOARD RECORDKEEPING FORMS AND INSTRUCTIONS

This booklet contains recordkeeping forms, instructions for each form, and a completed sample of each form. The instructions are designed to assist an employee in completing a line or section of a form that may not be readily understood by the title or instructions found on the form itself. Instructions for lines that are considered self-explanatory, such as simple math computations, are not included.

Sample forms have been provided to illustrate the proper completion of this office's standard forms. The instructions will answer the most commonly asked questions about the recordkeeping forms. Please remove the master forms from the booklet and make copies for your site(s). Note that some forms are two sided.

*If you have any questions or comments, please contact this office
in writing or by calling 1-800-326-9240.*

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Master Game Inventory Log
(SFN 9935)

This form is used to account for all games requiring a N.D. gaming stamp purchased by an organization. A separate form is used for each game and each game type. For example, if an organization purchased Hooked pull tab games and prize boards, two forms would be used.

If an organization has only one site which is the home office, only the Master Game Inventory Log is needed. If an organization has more than one site, or if it has inventory at more than one location, the Master Game Inventory Log and Site Game Inventory Log would be used.

1. Date Placed - Enter the date that prize board/deal is actually put into play, not the date it was sent to the site.
2. Date Closed - Enter the last date the prize board was in play.
3. Quarter Reported on Tax Return - Enter the quarter this prize board/deal was reported on the tax return. This can be entered as 04-1, 1st qtr of 04, 9/30/04, or any other entry that indicates the quarter.
4. Date Unplayed Deal Returned to Home Office - If an unplayed prize board/deal is returned from a site, enter the date it is received at the home office. Played prize boards/deals are not entered in this column.
5. Date Deal Returned to Distributor - If a prize board/deal is returned to a distributor, enter the date it was returned. When the credit invoice is received, enter the invoice number on this form.

If a game is returned to master inventory and is re-issued to a site, the stamp number is entered a second time on the master

inventory in the next available row to allow for tracking of the prize board/deal at the 'new' site.

See sample form on page 7.

Site Game Inventory Log
(SFN 9934)

This form is used to account for all games requiring a N.D. gaming stamp at a site. A separate form is used for each game and each game type. For example, if an organization played Hooked pull tab games and prize boards, two forms would be used.

If an organization has only one site which is the home office, only the Master Game Inventory Log is needed.

See instructions for the Master Game Inventory Log for instructions in completing "Date Placed", "Date Closed" and "Date Unplayed Deal Returned to Home Office".

See sample form on page 8.

Prize Board Daily Activity Report
& Summary
(SFN 50154)

This form is used to account for the activity of one prize board at a site. This form and each day's redeemed winning pull tabs should be sent to the home office when the prize board is closed.

This form can also be used to record the activity separately for each shift. The cash and prizes would be accounted for at each shift change, and a new line of the form started.

Cash Bank

1. At the beginning of the day's activity, the cashier counts the actual opening cash and records the amount.

The cashier reviews the IOU form for any outstanding IOU balance. If the running balance is negative, enter it as a negative amount. If the running balance is positive, enter it as a positive amount.

2. If a second employee is on duty, that employee recounts the opening cash and verifies the amount the cashier recorded and any IOU. When both persons agree to the amounts, the cashier and the second employee initial the form verifying the accuracy of the recorded amounts.
3. At the end of the day's activity, the cashier counts the ending cash and records the amount. The cashier reviews the IOU form for any outstanding IOU balance. If the running balance is negative, enter it as a negative amount. If the running balance is positive, enter it as a positive amount.
4. If a second employee is on duty, that employee recounts the ending cash and verifies the amount recorded and any IOU. When both persons agree to the amounts, the cashier and the second employee initial the form verifying the accuracy of the recorded amounts.

For further information on the IOU form, see the instructions for IOU's on page 4.

The change in bank is computed each day the game is available for play.

Enter the amount of deposit, if any.

Deposit Amount Verified to Bank Record

A person who did not have access to the bank deposit funds must verify to the bank statement or other bank record that the amount recorded as "Deposit Amount" was actually deposited in the gaming account.

This person initials each deposit and dates the form indicating that this verification was completed.

Cash Prizes

The total cash prizes awarded each day are recorded on the report and are separately banded and dated for each day's activity. If recording prizes by shift, each shift's prizes are separately banded and identified to a shift for each prize board.

Prize Board Summary for Schedule B2

When the prize board is closed, this form, the board and each day's redeemed winning pull tabs are sent to the home office and completed in the home office by someone independent of the jar operator. This section is used to summarize the prize board using the information completed on the top section of this form. Prizes, the change in cash bank, and deposit amounts are audited before the summary is completed.

If someone who conducted the game and has access to the total receipts or cash profit or has sole signatory authority of the gaming account summarizes the game, then the summarization must be audited by someone independent.

If the game is summarized by someone independent, the summary does not need to be audited.

A. Ideal Gross Proceeds - The number of pull tabs in the prize board times the cost per play. This information is from the game information sheet.

C. Enter the value of the unsold pull tabs. For example, if there were 500 pull tabs remaining in a \$2 cost per play game, the amount entered would be \$1000.

Enter the total cash prizes from the "Totals" section above.

- E. Total Prizes - "Total Cash Prizes" plus "Total Prizes Paid By Check and plus the cost of the coins.

Enter the total change in the cash bank from the "Totals" section above. Do not enter total deposits.

- G. Cash Profit - "Total Change in Bank" minus cost of coins and prizes paid by check.

See sample form on page 9.

I.O.U. (SFN 9880)

This form is used at a site to record the lending of funds to one game from another, or from a cash reserve bank. This form accounts for all loans and payback of funds for all games at a site for one quarter.

The source of cash (the game lending the cash or paying back a previous loan) is always entered as a positive amount. The destination for the cash (the game borrowing the cash or being paid back for a previous loan) is always entered as a negative amount. For example, if the twenty-one bank lends \$200 to the prize board bank, the entries would be:

Amount	Running Balance
Twenty-One S \$200	\$200
Prize Board D (\$200)	(\$200)

When the prize board bank pays the twenty-one bank back, the entries would be:

Amount	Running Balance
Twenty-One D (\$200)	\$0
Prize Board S \$200	\$0

If a game has a running balance at the beginning or end of the day's activity, that amount is entered on the daily accounting form for that game. If the running balance is positive, it is entered as a positive amount. If the running balance is negative, it is entered as a negative amount.

See sample form on page 10.

Record of Win (SFN 9939)

This form is used whenever a single cash prize or retail value of merchandise prize of greater than \$200 is paid to a player.

It is also used when a last sale prize or a cash seal prize of any amount is paid to a player.

The Record of Win must be pre-numbered.

1. Check the box for prize board and complete the game serial number.
2. The player must sign the Record of Win, unless the prize is being mailed to the player.
3. If a partial payout is made, for example, the player is paid \$200 in cash and will be paid the remaining \$300 of the prize by a check issued from the home office, complete the bottom right section of the form.

See sample form on page 11.

Ideal Cash Bank Master Record (SFN 52534)

This form is used to maintain a master record of the ideal cash bank amounts at a site for each game type. It is used to account for any permanent increases or decreases to the cash bank. (Note: Temporary increases or decreases in a

daily cash bank do not need to be recorded.) This form is maintained at the home office.

1. Cash Bank Reference No. – This is a number assigned by the organization to each cash bank for reference purposes. Each cash bank is assigned its own number. Once a number is assigned to a cash bank, that number cannot be duplicated or used again for any other cash bank.
2. Game Identifier – Enter the name of game that identifies which cash bank the master record is for. For example, pull tabs are identified by the name of the game such as “Century 100” and twenty-one would simply be “twenty-one.” If the Game Identifier changes at any time, an entry is made on the Ideal Cash Bank Master Record to show the new name for the Game Identifier with no increase or decrease, the ideal cash bank amount is completed and the record initialed.
3. Source/Destination - This identifies where the cash bank funds are coming from or where they are going. For example, if a check is being written from the Gaming Account to increase a cash bank the source is “Gaming Account.” If a cash bank is being decreased and the funds are being deposited into the Gaming Account the destination is the “Gaming Account.”
4. Increase/(Decrease) – This field is used to record any permanent increases or decreases to the ideal cash bank amount. If a cash bank is being established or increased, a positive amount is recorded. If a cash bank is being discontinued or decreased, a negative amount is recorded.
5. Ideal Cash Bank Amount – Enter the ideal cash bank amount as established by the organization. When the ideal amount of a cash bank is increased or

decreased, add the increase to or subtract the decrease from the previous ideal cash bank amount recorded for the bank.

See sample form on page 12.

Cumulative Ideal Cash Bank Record **(SFN 52533)**

This form is used to maintain a record of all organization cash banks at all sites. It is used in conjunction with the Ideal Cash Bank Master Record. It provides a cumulative total of the ideal value of all cash banks of the organization.

1. Cash Bank Reference No. – This is the same number assigned to the cash bank on the Ideal Cash Bank Master Record by the organization. If the ideal cash bank amount for a game is permanently increased or decreased, an entry is made on the next available line of this form and the cash bank reference no. for the game recorded.
2. Increase/(Decrease) – This field is used to record any increases or decreases to the ideal cash bank amount as indicated on the Ideal Cash Bank Master Record. If a cash bank is being established, record the amount of the bank. If a cash bank is being discontinued, record the previously recorded amount of the bank as a negative amount. If an established cash bank is being increased or decreased, only the amount of the increase - a positive amount or decrease - a negative amount, is recorded.
3. Ideal Cash Bank Amount – This is the same ideal cash bank amount as recorded on the Ideal Cash Bank Master Record. If an established cash bank has been increased or decreased, the new ideal amount is recorded.

4. Cumulative Total – All Banks – This column maintains a running total of all cash banks at all sites. If an established cash bank is increased or decreased, the cumulative total is changed only by the amount of the increase or decrease to the bank. Add or subtract the amount of the increase or decrease to the previous amount recorded for Cumulative Total – All Banks to establish the current cumulative total for all cash banks.

See sample form on page 13.

Reconciliation of Ideal Cash Banks **(SFN 52532)**

This form is used to reconcile the gaming cash banks at a site on a quarterly basis. This form accounts for six cash banks at a site. The count and reconciliation must be done by a person who does not have access to the cash banks.

1. Current Cash Amount of Bank is the amount of cash in the cash bank per a physical count on the day of the reconciliation.
2. Plus - Any IOU's (when game is the source of the cash), cash losses from the previous day(s) of activity, or any other increases are added to the current cash bank amount.
3. Less - Any IOU's (when game is the destination of the cash), cash profit accumulated in bank and not yet deposited, or any other decreases are subtracted from the current cash bank amount.
4. Total Current Cash Bank Amount is computed accordingly.
5. Ideal Cash Bank Amount per the Ideal Cash Bank Master Record is recorded.

6. Difference is computed by subtracting the Ideal Cash Bank Amount from the Total Current Cash Bank Amount. If there is any difference, an explanation is required.

The person who completes the reconciliation initials the form verifying the information recorded.

See sample form on page 14.

Reconciliation of Inventories **(SFN 17937)**

This form is used by a person who has not had access to the inventory, for the quarterly reconciling of games requiring a N.D. gaming stamp, bingo cards, and casino chips to a physical count of these items back to the information on the inventory logs.

This form accounts for the master inventory and up to five additional site inventories.

The serial number is completed only for the reconciliation of bingo cards.

If the physical count of inventory does not match the records, the action(s) taken by management to resolve the discrepancy must be noted.

The person who completes the reconciliation initials the form verifying the information recorded.

See sample form on page 15.



"X"
ONE
GAME
TYPE

- ## Organization

Charity, Inc.

[illegible]

Prize Boards

[illegible]



"X"
ONE
GAME
TYPE

- ☐ Calcutta Boards
- ☐ Tip Boards
- ☐ Seal Boards
- ☐ Club Specials
- ☐ Bingo Device

Organization	Site	Name of Game
Charity, Inc.	The Bar	Prize Boards

[illegible]



Organization Charity, Inc.	Site The Bar	Description of Merchandise Prize(s) Jacket
Name of Game Royal Flush	Gaming Stamp # D77777	Game Serial # 22222
Date Placed 7/1/04	Date Removed 7/15/04	Quarter Reported September 2004

Summary for Schedule B2

	(A) Ideal Gross Proceeds	(C) Value of Unsold Pull Tabs	(D) Gross Proceeds (A - C)	Total Cash Prizes	Total Prizes Paid By Check	Plus: Cost of Coins	(E) Total Prizes	(F) Adj. Gross Proceeds (D - E)	Total Change In Bank	Cost of Coins	Prizes Paid By Check	(G) Cash Profit	Cash Long (Short) (G - F)	Completed By and Date
Summary	1200	— 9	1200	500	+ 200	+ 300	1000	200	699	— 300	— 200	199	(1)	LG 7/17/04
Audit of Summary		—			+	+				—	—			



I.O.U.
OFFICE OF ATTORNEY GENERAL
SFN 9880 (3-04)

CIRCLE ONE FOR EACH TRANSACTION


S = Source of cash (Game loaning or paying back)
Always Positive


D = Destination for cash (Game borrowing or being paid back)
Always Negative

Organization Charity, Inc.	
Site The Bar	Quarter Sept. 2004

10

DATE	TWENTY-ONE			PULL TABS			PULL TABS			PULL TABS			OTHER			INITIALS
				NAME			NAME			NAME			NAME	PZ - D77777		
		Amount	Running Balance		Amount	Running Balance		Amount	Running Balance		Amount	Running Balance		Amount	Running Balance	
7/1/04	<div>S</div> <div>D</div>	200	200	<div>S</div> <div>D</div>			<div>S</div> <div>D</div>			<div>S</div> <div>D</div>			<div>S</div> <div>D</div>	(200)	(200)	MS
7/2/04	<div>S</div> <div>D</div>	(200)	0	<div>S</div> <div>D</div>			<div>S</div> <div>D</div>			<div>S</div> <div>D</div>			<div>S</div> <div>D</div>	200	0	MS
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 RECORD OF WIN OFFICE OF ATTORNEY GENERAL SFN 9939 (3-04)			Organization Charity, Inc.	Date 7/15/04	NO. 001
			Site The Bar	Completed By MS	Type of ID ND Drivers Lic.
Game Type (Check One) and Complete Information for that Game Type			Cash Prize Amount \$ 100	Description Merchandise Prize \$	Retail Value of Prize \$
<input type="checkbox"/> Bingo	Game Number		Name of Player Bob Johnson		
<input type="checkbox"/> Bingo Device	Game Serial Number		Address PO Box 999		
<input type="checkbox"/> Calcutta	Date of Event	Gaming Stamp Number	City Anytown	State ND	Zip Code 58999
<input type="checkbox"/> Pull Tabs	Name of Game	Gaming Serial Number	Signature of Player Bob Johnson		Date 7/15/04
<input type="checkbox"/> Club Special <input type="checkbox"/> Punchboard <input type="checkbox"/> Tip Board	<input checked="" type="checkbox"/> Prize Board <input type="checkbox"/> Seal Board	Gaming Serial Number 22222	If Partial Cash Prize Payout, Complete This Section		
<input type="checkbox"/> Raffle	Date of Drawing	Winning Ticket Number	Amount Paid Now \$	Paid By	Amt. Yet To Be Paid \$
<input type="checkbox"/> Sports Pools	Date of Event	Gaming Stamp Number	Check Number	Paid By	Date
<input type="checkbox"/> Twenty-One Tournament <input type="checkbox"/> Poker Tournament		Date of Event			

 RECORD OF WIN OFFICE OF ATTORNEY GENERAL SFN 9939 (3-04)			Organization Charity, Inc.	Date 7/15/04	NO. 002
			Site The Bar	Completed By MS	Type of ID ND Drivers Lic.
Game Type (Check One) and Complete Information for that Game Type			Cash Prize Amount \$	Description Merchandise Prize jacket	Retail Value of Prize \$ 200
<input type="checkbox"/> Bingo	Game Number		Name of Player Jane Doe		
<input type="checkbox"/> Bingo Device	Game Serial Number		Address PO Box 123		
<input type="checkbox"/> Calcutta	Date of Event	Gaming Stamp Number	City Anytown	State ND	Zip Code 58999
<input type="checkbox"/> Pull Tabs	Name of Game	Gaming Serial Number	Signature of Player Jane Doe		Date 7/15/04
<input type="checkbox"/> Club Special <input type="checkbox"/> Punchboard <input type="checkbox"/> Tip Board	<input checked="" type="checkbox"/> Prize Board <input type="checkbox"/> Seal Board	Gaming Serial Number 22222	If Partial Cash Prize Payout, Complete This Section		
<input type="checkbox"/> Raffle	Date of Drawing	Winning Ticket Number	Amount Paid Now \$	Paid By	Amt. Yet To Be Paid \$
<input type="checkbox"/> Sports Pools	Date of Event	Gaming Stamp Number	Check Number	Paid By	Date
<input type="checkbox"/> Twenty-One Tournament <input type="checkbox"/> Poker Tournament		Date of Event			



IDEAL CASH BANK MASTER RECORD
OFFICE OF ATTORNEY GENERAL
SFN 52534 (3-04)

Organization	Site
Charity, Inc.	The Bar
Game Type	Cash Bank Reference Number
Prize Board	6

[illegible]



Charity, Inc.

13



RECONCILIATION OF IDEAL CASH BANKS
OFFICE OF ATTORNEY GENERAL
SFN 52532 (3-04)

Organization Charity, Inc.	Site The Bar	Page 1 of 1
Name of Person Completing Reconciliation Linda Green	Job Title Bookkeeper	Date 10/1/04

Game Type <u>Prize Boards</u> Game Identifier <u>Royal Flush</u>	Game Type _____ Game Identifier _____	Game Type _____ Game Identifier _____
Current Cash Amount of Bank (per count) \$ <u>150</u> Plus: IOU-When Game Is Source Of Cash _____ Cash Loss From Previous Day(s) Activity _____ Other Increases (explain) _____ Less: IOU-When Game Is Destination Of Cash _____ Cash Profit Not Yet Deposited <u>100</u> Other Decreases (explain) _____ Total Current Cash Bank Amount \$ <u>50</u> Ideal Cash Bank Amount (per master record) <u>50</u> Difference (explanation required) <u>0</u> Explanations: <u>OK</u>	Current Cash Amount of Bank (per count) \$ _____ Plus: IOU-When Game Is Source Of Cash _____ Cash Loss From Previous Day(s) Activity _____ Other Increases (explain) _____ Less: IOU-When Game Is Destination Of Cash _____ Cash Profit Not Yet Deposited _____ Other Decreases (explain) _____ Total Current Cash Bank Amount \$ _____ Ideal Cash Bank Amount (per master record) _____ Difference (explanation required) _____ Explanations: _____	Current Cash Amount of Bank (per count) \$ _____ Plus: IOU-When Game Is Source Of Cash _____ Cash Loss From Previous Day(s) Activity _____ Other Increases (explain) _____ Less: IOU-When Game Is Destination Of Cash _____ Cash Profit Not Yet Deposited _____ Other Decreases (explain) _____ Total Current Cash Bank Amount \$ _____ Ideal Cash Bank Amount (per master record) _____ Difference (explanation required) _____ Explanations: _____
Initials LG	Initials	Initials



RECONCILIATION OF INVENTORIES
OFFICE OF ATTORNEY GENERAL
SFN 17937 (3-04)

Organization

Charity, Inc.

<input checked="" type="checkbox"/> Master <input type="checkbox"/> Site: _____					<input type="checkbox"/> Master <input checked="" type="checkbox"/> Site: The Bar					<input type="checkbox"/> Master <input checked="" type="checkbox"/> Site: Joe's Place				
Reconciliation Completed By Linda Green					Reconciliation Completed By Linda Green					Reconciliation Completed By Linda Green				
Job Title Bookkeeper			Date 10/1/04		Job Title Bookkeeper			Date 10/1/04		Job Title Bookkeeper			Date 10/1/04	
Name of Game/Primary Color & Type of Bingo Card/Chips	Serial Number	Number Per Inventory Record	Number Per Physical Count	Difference	Name of Game/Primary Color & Type of Bingo Card/Chips	Serial Number	Number Per Inventory Record	Number Per Physical Count	Difference	Name of Game/Primary Color & Type of Bingo Card/Chips	Serial Number	Number Per Inventory Record	Number Per Physical Count	Difference
Royal Flush		3	3	0	Royal Flush		1	1	0	Royal Flush		1	1	0
Result: OK					Result: OK					Result: OK				
Corrective Action Taken:					Corrective Action Taken:					Corrective Action Taken:				
			Initials LG					Initials LG					Initials LG	